

BASIC FUNCTION:

Perform complex and advanced clerical accounting duties related to the preparation of such matters as financial statements or District payroll; assign, review and lead the work of other account clerks as assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Account Clerk III classification perform specialized and complex duties in areas requiring more analyses and accountability and may lead other accounting clerical personnel. Account Clerk I incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised. Account Clerk II incumbents are assigned specialized accounting duties with responsibility for an assigned set of accounts in one or more specific accounting functions.

REPRESENTATIVE DUTIES:

- Perform complex and advanced-level clerical accounting duties in support of District programs and services; process or prepare more complex or technical financial accounting documents, including payments, reports and special projects.
- Process payroll and related records for an assigned major payroll; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
- Maintain employee attendance records; verify and input individual sick leave and vacation allowances, usage and payoffs; distribute related lists and notices as needed.
- Assign, review and lead the work of other account clerks as assigned; answer and provide assistance with more technical questions and procedures.
- Respond to questions or complaints from vendors, District administrators, food service personnel or employees regarding issues related to pay, benefits, payments, balances, charges, inventories and other information; answer phones.
- Perform financial record keeping for District food service operations; maintain computerized records of accounts receivable, payable and cash sales.
- Provide work direction, guidance and training to other accounting clerical personnel as assigned.
- Produce a variety of periodic and annual financial statements, reports, reimbursements and claims; maintain journals and ledgers, charging proper accounts.
- Receive, sort and distribute paychecks and warrants according to established procedures and guidelines; prepare and issue warrants as needed.
- Prepare and maintain a variety of files, records, documents and lists relating to food service, certificated and classified payroll or other assigned area; prepare special reports as assigned.
- Communicate with State and County Office personnel, benefits carriers, financial institutions and others concerning payments and financial reporting issues.
- Calculate and prepare annual salary and benefit projections for current-year cost projections; provide salary and benefit data in the budget development process.
- Maintain records of revolving cash funds and petty cash funds use; issue checks as required to reimburse accounts; balance and reconcile accounts, verifying proper and authorized use of designated funds.
- Process the payroll-related sections of various employment verification forms; verify employment by phone in accordance with related laws and District policies and procedures.
- Perform related duties as assigned.

ACCOUNT CLERK III Continued:

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Advanced clerical accounting principles and techniques involved in financial record keeping, monitoring and control.
- Preparation, maintenance, verification and processing of payroll records.
- Estimating, projecting and extending financial and statistical data.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws, rules and regulations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Operation of a computer terminal and other office equipment.
- Tax withholding, voluntary deductions, garnishments and fringe benefits.
- Basic math.
- Principles of training and providing work direction.

ABILITY TO:

- Perform complex and advanced level accounting duties in the maintenance of assigned accounts.
- Prepare, verify, process and control an assigned major payroll.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Verify, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Prepare financial statements, profit and loss statements and other technical financial reporting documents.
- Learn, interpret, apply and explain rules, regulations, policies and procedures related to school district payrolls, utility payments and food service accounting.
- Operate office machines including computer equipment, personal computer, accounting software and peripherals.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible financial record-keeping experience including experience with automated record-keeping systems.

My signature below indicates that I have been given a copy of my job description.

Signature

Date